

## **Mayor's Healthy Hometown Worksite Wellness Awards Criteria**

Applicants will be evaluated by the panel of judges based on a total weighted score in the following categories, using the scale Needs Attention / Good / Very Good / Excellent.

1. Capturing Senior Level Support
2. Creating Cohesive Wellness Teams
3. Collecting Data to Drive a Results-Oriented Wellness Initiative
4. Crafting an Annual Operating Plan
5. Creating a Supportive Health Promoting Environment
6. Choosing Appropriate Interventions
7. Carefully Evaluating Program Outcomes

### **Benchmark 1 (10%)**

#### **Senior Level Support Part 1:**

##### **Our CEO's Communication Practices Regarding Wellness**

CEO's and senior level executives must communicate the importance of protecting and enhancing the health and well being of all people (and their families). The four distinct levels of communication include written correspondence, public addresses and presentations, inclusion in the company's overall strategic plan and finally incorporating wellness and health management into the vision/mission of the company.

#### **Senior Level Support Part 2:**

##### **Our CEO's Resource Allocation Practices Regarding Wellness**

Successful wellness initiatives require an investment in order to improve employee health and ultimately contain modifiable health care costs within an organization. The four areas that a CEO must consider funding include staffing, programming, space, and time, and each of these areas has a distinct dollar value associated with it.

### **Benchmark 2 (20%)**

#### **Wellness Team Part 1:**

##### **Our Wellness Team's Composition**

A successful wellness team is composed of members who will actually get things done. The four key elements associated with measuring the stability and composition of an effective group include: the overall length of time that the team has been in place; the number of members serving on the wellness team; the areas that the team members represent; and the length of term or appointment for each member.

#### **Wellness Team Part 2:**

##### **Our Wellness Team's Operating Plan**

A successful wellness team also operates effectively. The four elements of importance related to functioning are the presence of team leadership, the actual responsibilities that the team is charged with, the frequency in which the team meets, and whether or not the team has a regular agenda to which it adheres.

### **Benchmark 3 (5%)**

### **Data Collection Part 1:**

#### **Our Organizational Data Collection Efforts**

The first component of successful wellness data collection pertains to your organization as a whole. If you are charged with creating a results-oriented wellness program, it is essential to collect health promotion data as it relates to your organization.

### **Data Collection Part 2:**

#### **Our Employee Data Collection Efforts**

With respect to an employee population, the four types of data to be collected are a health interest survey to gauge interest in various programs, a health risk appraisal to educate staff on their own health status as well as gather population health data, health screening information (blood pressure, cholesterol, etc.) and finally, health knowledge.

### **Benchmark 4 (10%)**

#### **Crafting an Annual Operating Plan**

The operating plan defines and communicates what your program will accomplish. It provides organizational and individual alignment (a common direction towards common goals) and allows for organization and individual empowerment. With a well-developed operating plan, you are better equipped to systematically achieve your desired outcomes.

### **Benchmark 5 (20%)**

#### **Choosing Appropriate Health Promotion Interventions**

##### **Our Programming Incentives**

In order to choose and offer appropriate health promotion interventions for your employee population, you must consider 1.) what programs you will offer; 2.) how intensive the intervention will be (awareness, education, behavior change, cultural enhancement); 3.) how often the programs will be offered; 4.) who will participate (spouses, dependents, retirees); and 5.) what incentives will help drive participation. Participation rates are generated by careful and conscious use of incentives.

### **Benchmark 6 (30%)**

#### **Supportive Environments Parts 1-7:**

##### **Our Organization's Environment as it Relates to Promoting Health**

If a business is to succeed with wellness, it must create supportive, health-promoting environments as it relates to seven individuals behaviors. Specifically, these behaviors include: 1) physical activity; 2) tobacco use; 3) nutrition; 4) workstation ergonomics; 5) on-the-job injuries; 6) alcohol/drugs; and 7) job-related stress. Developing specific strategies for systematically improving the physical working environment of employees helps ensure a results-oriented wellness initiative that will last over time.

#### **Supportive Environments Part 8:**

##### **Our Organization's Benefit Plan as it Relates to Health and Well Being**

It's clear that a well designed benefit package can go a long way toward keeping your employees healthy. The specific elements that can be woven into a progressive benefits package that help accomplish this include: health insurance, disability protection, life insurance, sick leave/well days off, leave of absence, and flex time.

### **Benchmark 7 (5%)**

#### **Carefully Evaluating Outcomes**

Evaluation is the lynchpin that holds the other six benchmarks accountable. A sound evaluation strategy allows you to understand which elements of your program are working and which need attention.